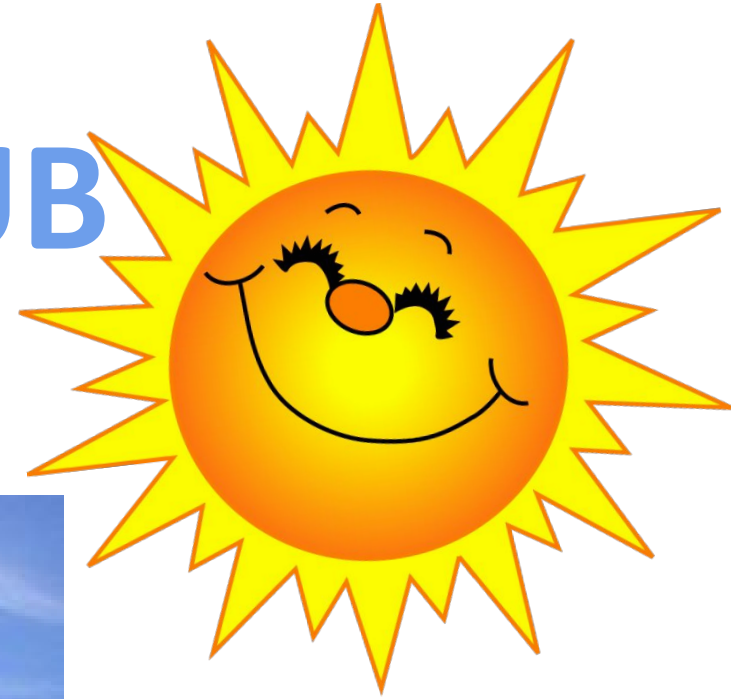


# SUNSHINE CLUB

## Training



# Responsibilities

- Represent MMS in a **POSITIVE** way! 😊
- Lead a tour of a small group of students around the building.
- Elementary School visits



# **Sunshine Club Activities 2016**

## **Getting to Know You Evening 5/12**

Hand out booklets  
Answer Parents Questions in Cafeteria  
Directing People in Hallway



## **Elementary Schools visit here - 5/16, 5/17, 5/24**

Meet and greet, tour, Q &A, snacks

## **Visit to Elementary Schools, 6/6, 6/10, 6/13**

Share Experiences  
Answer Questions

## **New Registrations throughout the Year**

Provide a tour  
Shadow student

## **August Open House, 8/25**

Provide Tours

## **COPE Luncheon, 8/25**

Ice Breakers  
Games

Acclimation Activities - lockers, 5th grade hallway visit



# Getting Started



- For TOUR - You will get a pass in homeroom giving you permission to report to the Cafe at 9:00 on the day you are assigned
  - Pick up a yellow booklet and your tour plan
  - You will be assigned a group of 5 - 8 students.
  - You will get a shirt and a name tag for the day.
- For VISITS - You will get a pass in homeroom giving you permission to report to the Counselor's office at 1:00 on the day you are assigned

# Getting Started



- Once you are assigned to a group at a table in the cafeteria you will begin conversation to get everyone comfortable.
- How would you help to make our 4th graders comfortable?
  - There will be question starters on each table to help facilitate this.
- Don't forget to introduce yourself.
  - “Hi, I'm John and I'm a 7<sup>th</sup> grade student

# Tour - Do you know where everything is?

- 5th Grade Hallway
- 6th Grade Hallway
- 3rd Floor Hallway
- Portables
- Gym/Locker Rooms - talk about dress code, lockers
- Computer Lab – available after school and sometimes during X-Block
- Chorus Room
- Orchestra and Band Rooms
- Auditorium – take time to let students view the wall decorated from the play
- LCS room
- Tech ed
- Visual Arts
- Cafeteria – discuss lunch options
- Counseling Offices
- Library Media Center
- Main Office – this is where principal and assistant principal offices are – also where you go with note from home if you arrive late or need to leave early.
- Nurses Office – go if you are not feeling well
- Bus Area and where to wait if you get dropped off early
- **Tour Guide's Locker – talk about when you go to your locker and how you keep it organized**





# Responsibilities

- Make sure that your group stays with you at all times.
- Tell your group a little about each stop.
- Speak loudly and clearly.
- Be sure you have the attention of all of your group members.
- If a student looks confused or concerns ask them if they have any questions, or reassure them that they will figure it out.



# Important Reminders

- Be careful not to disrupt classes
  - Remind your group to quiet down and/or stay with you if needed.
- Do not point out students in classes.
- If you end up at the same spot as another group, **avoid a “traffic jam”** and move to another location. There should only be one group at a location at a time.





# Training One Complete!

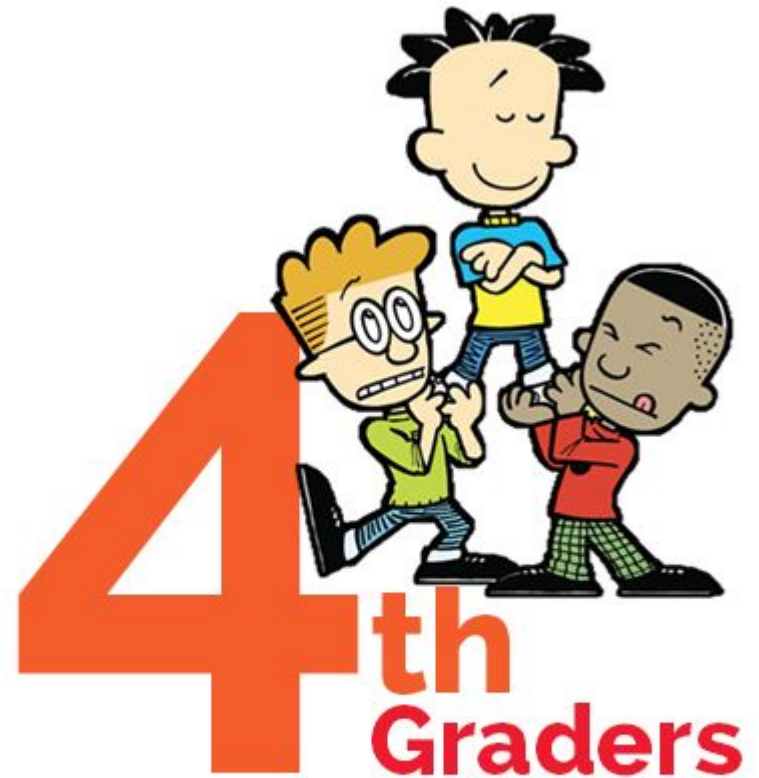
Thank you for coming.  
See you tomorrow!



# Training Two

Perspective of a  
4th Grader

What if a student  
asks ...?



# Perspective of a 4th Grader

What do you remember about when you were in 4th Grade?

How did you feel?

How do you think they are feeling?



# WHAT if a student asks ... ?

- ... if the teacher are mean?
- ... if I will have a lot of homework?
- ... what happens if I can't open my locker?
- ... what do I do if I forget my lunch?
- ... if they have to change for PE?
- ... will I get pushed into a locker?
- ... what do I do if I get lost?
- ... what do I do if i can't figure out my schedule?

**Can you think of questions you had when you were coming in to MMS?**



# Important Reminders

- Answer questions as you go. Ask students multiple times if they have any questions.



- Dress appropriately. Be certain that you are adhering to the MMS dress code. Remember, you are setting a positive example!



# Don't forget

- You are responsible for missed assignments/learning. Be sure to talk with your teacher about what you missed and what you need to do.



# We hope you will join us!



- We will be sending you home with the Sunshine Clubber Dates form for you to go over with your parents.
- Please return it to the school counselors by **April 13th**.
- If you are uncomfortable with this responsibility, please let us know.